

34-4375

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Recruitment

FROM:

Robert W. Magee  
Director of Personnel

EXTENSION

NO.

DATE

18 December 1984

STAT  
STATTO: [redacted]  
building)

number, and

DATE

RECEIVED

FORWARDED

OFFICER'S  
INITIALSCOMMENTS (Number each comment to show from whom  
to whom. Draw a line across column after each comment.)

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DDCI

19 DEC 1984

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FORM  
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USE PREVIOUS  
EDITIONS

P-126

84-4375

MEMORANDUM FOR: Deputy Director for Administration

FROM: Robert W. Magee  
Director of Personnel

SUBJECT: Recruitment

1. The DDCI has mandated that processing time for Agency applicants will average 120 days starting from the time a complete file is received in Washington until the applicant is eligible to enter on duty. This is an attainable goal but will require the active cooperation of components in your directorate.

2. Heretofore components have been asked to decide within two weeks of receipt of an applicant's complete file whether the applicant should be brought to Washington for an interview. We must reduce the two week-period to one week. Please note, we are not asking you to make a hiring decision in that period; only to decide whether the applicant is worth bringing to Washington for an interview. If a component expresses interest, we will attempt, depending on the applicant's schedule, to bring the applicant to Washington for the interview within two weeks. After the interview, we ask that the component quickly advise the Office of Personnel within 48 hours its decision as to whether to offer employment or reject the applicant.

3. If each of our units meet its deadline, we should be able to attain our 120-day goal. Personnel officers in your components will, of course, provide whatever assistance is necessary.

Robert W. Magee

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cc: DDCI

MEMORANDUM FOR: Deputy Director for Intelligence

FROM: Robert W. Magee  
Director of Personnel

SUBJECT: Recruitment

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cc: DDCI

MEMORANDUM FOR: Deputy Director for Operations

FROM: Robert W. Magee  
Director of Personnel

SUBJECT: Recruitment

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cc: DDCI

MEMORANDUM FOR: Deputy Director for Science and Technology

FROM: Robert W. Magee  
Director of Personnel

SUBJECT: Recruitment

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cc: DDCI

MEMORANDUM FOR: Chairman, E Career Service

FROM: Robert W. Magee  
Director of Personnel

SUBJECT: Recruitment

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